DD/S-57-2598

SECRET

20 August 1957

MEMORANDUM FOR THE RECORD

SUBJECT: Distribution of Administrative Plans

- 1. A review of the present Administrative Plan distribution pattern reveals the need for a drastic reduction in the number of offices which receive copies of Administrative Plans.
- 2. In the future, only those offices having a functional responsibility to the project involved will receive a copy of the Administrative Plan. The future distribution pattern for all Administrative Plans will be as follows:
 - Original (Copy #1) = To Finance Division thru
 Budget Division

 2 Copies (Copies #2 & #3) = DD/P Senior Staff concerned (one copy to be sent to Vital Documents)

 3 Copies (Copies #4,#5, & #6 DD/P Operating Division or Staff responsible for the project
 - 1 Copy (Copy #7) -

(Note: The two copies remaining with the Semior Staff, and one of the three copies for the Operating Division or Staff, will be incorporated with the Project Outline in the three official project folders.)

3. Other Agency offices having legitimate occassional requirements to refer to Administrative Plans may have access to a copy of the Plan from any one of the offices listed in paragraph 2 above.

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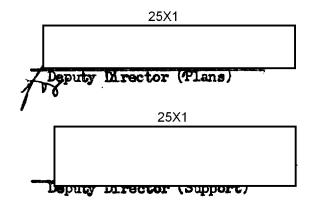
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h. In those instances where the project involved is to be administered by a Field Station or Base, the Operating Division or Staff responsible for the project will forward a version of the Administrative Plan to the Station or Base conscerned.

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ATTACHMENT 1

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SUPPORT SUMMARY			PROJECT CRYPTONYM				
			FISCAL P	ERLOD C	OVERED		
(May not exceed Secr	et classifi	cation.)		19	THRU	30 JUNE 19	
RESPONSIBLE STAFF OR	DIVISION	POT NOT	DE COMPRO				
					OR NAI	E OF FIEL	D STATION
Indicate number and	type of pers	connal magnin	A 000 A 0	4.3			
project. Attach Per	sonnel Annex	cif new Proje	ect T/O o	r T/O a	djustme	ent involve	ed.
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edical \$					Other	Equi.pment	
TOTAL B.	25X1			<u> </u>	25X1		*
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Approved For Release 2006/10/17 : CIA FG 55-00140R000100550005-5

	E. FUNDIN	G REQUIREMENTS	
Types of currencies	and number of units p		
(Currency)	(Amount)	(Currency)	(Amount)
(Currency)	(Amount)	(Currency)	(Amount)
Proposed Funding Plan	n (How and Where Will	Payment or Advance to I	roject Be Made):
: *			
•		•	25X1
	F. ACCOUNT	ING ARRANGEMENT	
To be completed for	direct projects only	<u>-</u>	
Describe type of according the submiss	ounting to be obtaine sion and/or recording	d and any special proced of those accountings:	ures or instructions
33			
he following support		REQUIREMENTS d and are attached: (Ch	eck if applicable.
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	communications Annex Siscal Annex or Admin	istrative Plan as approp	riate
1	ogistics Annex ersonnel Annex		
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			THE BANKS AND THE STREET
		Division or Staff C	hief of Support
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ATTACHMENT 2

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	FI SCAL ANNEX
	PROJECT
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1.	PURPOSE AND FACILITY: (Furnish a brief, sterile statement of the nature and purpose of the Project and facility to be utilized. Include brief description of the Agency's relationship with the facility, indicating the degree of control which the Agency can exercise over the facility in its use of and accounting for funds.)
2.	FUNDING: (Furnish the basis for advances to the Project, the mechanisms to be utilized in introducing funds into the Project entity, and whether the Project will be funded by Headquarters or a specified Field Station. Any special or unusual requirements for foreign currencies should be set forth in this section.)
3•	ACCOUNTING AND WRITE-OFF: (Define the accounting requirements applicable to the Project, and prescribe the documentation required to permit certification and write-off by the authorized Certifying Officer.)
	Staff or Division Chief of Support
CONC	CUR:
hle	ef or Deputy Chief, Finance Division
	ROVE:
pec	ial Support Assistant to the DD/S
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ATTACHMENT 3

			PROJECT CRYPTON	NYM
•			FISCAL PERIOD (
COMMUNI CATIO	ns annex		· ·	
•		***		THRU 30 JUNE 19
DESCRIPTION OF THE PARTY				THRU 30 JUNE 19
MESTON SEBLE	STAFF OR DIVISION	POINT OF CONT	HOL: (HQ. OR NAM	E OF FIELD STATION)
	(FORMAT AND CONTENT DETERMINED, AND ANN OF COMMUNICATIONS.)	EX WILL BE PREPA	S ANNEX WILL BE RED, BY OFFICE	
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ATTACHMENT 4

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-	T CON OC AND EV		FI	SCAL PERIOD	COVERED:		
	FISTICS ANNEX	-degree	_	19_	_ THRU 30	JUNE 19_	
				19_	THRU 30	JUNE 19	
RES	SPONSIBLE STAFF OR DIVISION		OINT OF CONTROL	: (HQ. OR NA	ME OF FIEL	D STATION	
1.	TYPE OF PROJECT: Regul	lar [25X1
2.	STATUS: Developmental		New	Continuing	Name Bayer (Market American American) (Barrell Stands (Barrell Stands (Barrell Stands (Barrell Stands (Barrell		
3•	EXTENT OF PRESENT MATERIEL A	SSETS:					
4•	REAL ESTATE REQUIREMENTS:		Type Quarters Office Operational	Quanti.ty	Estimat	ed Cost	e i
			Storage			25X1	
5 .	SOURCE OF MATERIEL SUPPORT:	% H	eadquarters	% Field	Local Pro	curement	
6•	MATERIAL REQUIREMENTS:	Type			- Estimated	a .	
	(Attach line item listing for all large volume requirements or long-lead-time non-stock items.)	Vehicle		ached)			- Ayapan madalahan
_	25X1	Other					

	 			
7•	PROPERTY	ACCOUNTABLLITY	·	Headquarters Controlled
				Field Controlled under (Station No.)
8.	SPECIAL I	DELEGATIONS OF .	AUTHORI TY:	Not Required
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				Required (See attached.)
9•	TRANSPOR?	ration channel:		Normal
	4	25 X11C		Special (See attached.)
10.	SECURITY		CONCEPT:	
				Staff or Area Division Logistics Officer
				Staff or Area Division Chief of Support